



**TATA INSTITUTE OF SOCIAL SCIENCES**  
**V.N. Purav Marg, Deonar, Mumbai 400 088**  
(A Deemed to be University under Section 3 of the UGC Act, 1956)

ADVT/TISS/ADMN/ETD/JANUARY/2023

25 January, 2023

**Required “Executive - Travel Desk” for TISS**

The Tata Institute of Social Sciences ([www.tiss.edu](http://www.tiss.edu)), established in the year 1936 is a Deemed to be University, fully funded by the University Grants Commission, Govt of India. TISS is a Grade I University with NAAC score of 3.89/4 and is ranked 60 under NIRF University Rank Category for 2022.

With campuses at Mumbai (Main) and off-campus at Tuljapur, Guwahati and Hyderabad, TISS offers over 52 Post Graduate programmes, 18 Doctoral programmes, and 4 Under Graduate programmes in a range of socially relevant inter-disciplinary and applied social science disciplines, and over 30 B.Voc. Programmes.

Freedom and autonomy shape the positive work ethos and culture of the Institute and facilitate strong linkages between teaching, research, field action and policy engagement. The Institute encourages and supports researchers to engage in foundational, applied, field and action-oriented research, and it also nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

Applications are invited for one post of “**Executive - Travel Desk**” to be filled on contract basis for a period of one year initially and extendable based on performance of the candidate and requirement of the Institute.

**Post Advertised with Scale of Pay / Remuneration & Last Date for Application.**

<b>Name of the Post</b>	<b>“Executive - Travel Desk”</b>
<b>No. of Post</b>	<b>01</b>
<b>Consolidated Salary</b>	<b>Rs 25,000 to 35,000 per month (commensurate with educational qualification and work experience).</b>
<b>Age Limit</b>	<b>Preferably below 45 Years as on 31 January, 2023</b>
<b>Location</b>	<b>Mumbai Campus</b>
<b>Duration</b>	<b>One Year initially and extendable based on performance of the candidate and requirement of the Institute.</b>
<b>Last Date of Filling of Online Applications</b>	<b>08 February, 2023</b>
<b>Educational Qualification and Experience</b>	<b>1. Degree with Good academic record from Government recognized Institution.</b>
	<b>2. Five Years Experience in Travel and Tourism with IATA Certification.</b>
	<b>Or</b>
	<b>2. Five Years Work related Experience in booking of Tickets on LTC (Leave Travel Concession) or Official Tours as per GOI Rules.</b>
	<b>3. Possessing good written and oral communication skills in English language is must.</b>
	<b>4. The candidate should have proficiency in Word, Excel, Powerpoint etc.,.</b>

#### 4. Key Responsibilities

- Ensure all the travel arrangements and operations are made like transport and lodging.
- Maintain a relationship with vendors and agencies.
- Negotiate rates and contracts with travel service providers.
- Process T&E reports.
- Manage credit card programs, charges, and reimbursements if any.
- Ensure that all programs comply with all travel procedures.
- Provide suggestions and advice on travel documents, import and export regulations, and insurance.
- Continuously work towards the improvement of travel programs.
  
- Come up with programs and policies for corporate travel.
  
- Training in travel and tourism is preferable.
- Prior experience as a corporate travel manager.
- Excellent knowledge of domestic and international travel regulations and customs.
- Knowledge of T&E processing.
- Basic computer skills with knowledge of MS Office, GTM and GDS solutions.
- Excellent communication, people and negotiation skills.
- Analytical attitude with an organized approach.
- Excellent time management and multitasking skills.

5. **Application Fee:** Application Fee of Rs 500/- to be paid online. Application fee for SC/ST/PWD candidates will be Rs 250/-, if they upload the required Certificate in the Online Application Form. **Woman applicants are exempted from the payment of application fee.** The application will be valid only on receipt of application fee for those who are required to pay. Fee once paid, shall not be refunded under any circumstances.

#### 6. Other Conditions.

- (a) The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for interview, who may not have applied for the vacancy as per the above procedure.
- (b) Since applications received will be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.
- (c) The position is unreserved, but candidates belonging to reserved category are encouraged to apply.
- (d) No queries or correspondence regarding issue of call letter for interview/selection of candidates for the post will be entertained at any stage and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for the post.
- (e) It shall be the responsibility of the candidate to assess his/her own eligibility for the post, for which he/she is applying in accordance with the prescribed qualifications, experience etc, and submit his/her application duly filled-in along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to disqualification. In case it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to be terminated forthwith as per this clause.
- (f) In case of any ambiguity in the Recruitment Rules in general and eligibility in particular for any post, the decision of the Institute shall be final.
- (g) The Institute reserves the right to relax qualification(s) of the candidate based on the work experience.

3. No TA/DA is payable for appearing for the interview, if the interviews are held at the Institute's premises.

4. In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

- (j) The post is purely contractual and the term of the Contract Position will be one year, extension, if any, will be given after assessing the suitability and performance of the selected candidate post one-year tenure on the post.

**7. Application Process and Interview:**

- (a) Candidates are requested to apply online through the link **(Apply now)** provided along with this advertisement on the Institute website [www.tiss.edu](http://www.tiss.edu).
- (b) Candidates must provide their Gmail ID in Online Application Form.**
- (c) Candidates are required to take a print of acknowledgement of online application and keep it for future reference.
- (d) Short-listed candidates may be invited for Interview at the Institute premises .
- (e) TISS reserves the right to modify the Selection Process with intimation to short-listed candidates.
- (f) Candidates will be informed over e-mail to appear for the Interview to be conducted at TISS, Mumbai. Request for ONLINE Interview will not be entertained.

**Sd/xxxx**  
**Deputy Registrar (P&A)**